

TIGARD PUBLIC LIBRARY
BOARD MINUTES
Thursday, May 10, 2007

Call to Order: 7:01 p.m.

Roll Call: Present at the meeting was Brian Kelly, Chair; Board members Marvin Diamond, Scott Libert, Karen Levear, Cecilia Nguyen, Jan Thenell; Library Director Margaret Barnes, and Alison Grimes, Executive Assistant. Absent was Board member David Burke.

Minutes: There being no additions or corrections to the minutes from the April 12 Board meeting, the minutes were unanimously approved as presented.

Motion – Libert Second – Levear

Agenda Additions and Deletions: WCCLS information

Call to the Public:

Visit with Employee – Pam Hartley, one of the Circulation Supervisors, was introduced by Barnes and spoke briefly with the Board. Previously working for Borders, Hartley brings extensive retail and customer service experience to the Library. Beginning as a Library volunteer, Hartley then applied for and was offered the position as supervisor. She has been with the Library for just over six months. She answered several questions from the Board before leaving the meeting at approximately 7:30 p.m.

Monthly Report for April 2007: Barnes distributed the monthly statistics for April, 2007 which again showed stellar statistics. Some April highlights included: the most volunteer hours ever – 1,488.5; 79,900 items checked out of the Library; and April 22nd as the busiest April ever, with 2,679 check outs (an average of 679 items per hour). It was a standing-room only crowd for the One O’Clock Jump Jazz Concert held on April 20 and the Volunteer Recognition event, also held in April, was well-attended.

It was noted to correct the numerical error in the April report concerning the number of items checked out – it should be 79,900, not 75,900.

Barnes also handed out copies of the WCCLS Library Cardholder Responsibility Policy, referencing a situation where another library forgave the replacement cost of lost materials belonging to the Tigard Library. It was clarified that the Tigard Public Library card does state that the cardholder accepts “full responsibility for the use of this card” and “will give immediate notice of loss of card...”. The Board agreed that it becomes the liability of the card holder if the card is not reported lost or stolen and items are checked out under that cardholder’s name. The Board also reaffirmed their position that the decision whether to forgive fees should be a local issue and not one decided by another library.

Budget Meeting: Barnes briefly reviewed the 07-08 Library Budget which includes requests to increase training and collection development plus the addition of 6.7 FTEs - 1.2 for Technical Services, 2.5 in Circulation and 3.0 for Readers Services. Per the Library survey, the public would like longer open hours. No decisions were made during this meeting.

Library Summer Programs: The Summer Reading Program kicks off June 1. Lots of activities are planned for all age groups – “Get a Clue at Your Library”, Mystery Night, the Reptile Man and a local newspaper display from D-Day are just a few of the highlights. A suggestion to have a sign outside the Library promoting these events was met with mixed opinion – signage constraints being a major issue.

Library Policies: Tabled until the June meeting.

Library Board Meeting Schedule: Due to schedule conflicts, the June Library Board meeting will be held Tuesday, June 5 at 7:00 p.m. and not Thursday, June 14, as would normally be held. Grimes was asked to email a reminder notice to all Board members.

Other Business: Barnes updated the Board on the Library Parking Lot/Wall Street Expansion project. It is on the May 22nd agenda for City Council to award the bid to the winning contractor. Work should begin shortly thereafter and is scheduled to be completed some time in the fall. Any and all questions should be routed to the Engineer's office.

Also being presented during the May 22nd meeting will be three agreement amendments for the Library: the amendment to the Intergovernmental Agreement with Washington County Cooperative Library Services, the Amendment to the Washington County Inter-Library Information WILInet Agreement, and the Amendment to the Washington County Cooperative Library Services Public Library Service Agreement.

Finally, Barnes, the Mayor, and a Council member will be interviewing prospective Library Board members on June 4.

Adjournment: There being no further business to come before the Board, the meeting adjourned at 8:28 p.m.

The next Library Board meeting is scheduled for Tuesday, June 5, 2007 at 7:00 p.m. in the Conference Room at the Tigard Public Library, 13500 SW Hall Blvd.